

VENTURA SUPERIOR COURT GUARDIANSHIP FILING INFORMATION

The filing fee for Guardianship of the Person only is \$180.00. (If there is an Estate, the fee is \$320.00.) You may qualify for a waiver due to financial hardship. An Application for Waiver of Court Fees and Costs must be filled out and submitted at the time you file your petition for guardianship. Forms are available from the clerk, self-help centers, and on court's website, www.ventura.courts.ca.gov.

Pursuant to Probate Code Section 1513 an investigation is to be completed prior to the appointment of a guardian. There is an assessment fee of \$600 for the Court Investigator's report. The court may assess the parents, other persons charged with the support of the (proposed) ward, the (proposed) guardian or the estate of the (proposed) ward. The Court may waive assessments due to hardship.

All forms must be typed or legibly handwritten.

One original and three copies of all documents submitted for filing must be provided so that there are sufficient copies for the parties and the court investigator.

The release of School and Medical Information must be completed and submitted at the time of the filing of the petition, if you are petitioning for guardianship of the person.

One copy of the birth certificate for each (proposed) ward must be submitted.

Criminal and child abuse background checks will be done on the proposed guardian(s).

A petition for temporary guardianship cannot be filed unless a petition for General Guardianship has been filed. For emergency/temporary guardianship, an ex parte hearing must be set with the Judge's secretary. The court has the discretion to decline a request to set an ex parte hearing if the reasons for seeking a temporary order are not considered an emergency. **Do not fill out temporary guardianship papers until an ex parte hearing has been scheduled.**

The Order and the Letters of Guardianship must be completed before the hearing. You must have your Orders and Letters reviewed by the staff in the Self Help Center located in the Law Library of the Hall of Justice, at least 5 days prior to the hearing.

As a guardian, you must let the court know your new address if you move after guardianship is granted. You can do this by filing with the court Judicial Council form MC-040, Notice of Change of Address and Telephone Number.

A list of Low Cost/Free Legal Clinics and Services is available from the clerk.